



2018 Summer Expanded Recreation Program RFP Guidelines

PURPOSE

The Summer Expanded Recreation Program RFP is targeted to the following Seattle Parks and Recreation locations: **Beacon Hill Playground, Judkins Park and Playfield, Madrona Playground, Othello Playground, Pratt Park and Powell Barnett Park (Central Seattle); Lakewood Playground (SE Seattle); E.C. Hughes Playground and Roxhill Park (SW Seattle); Georgetown Playfield (South Seattle), Little Brook Park (NE Seattle) and Greenwood Park (North Seattle).** The focus of this program is to provide fun, innovative, enrichment and/or recreation curriculum based programs that will have a positive impact on children and families. The program should be designed to have elements of environmental education and connecting youth with nature, positive nutrition and/or healthy eating, preventing summer learning loss, building self-esteem and self-efficacy, promoting cross-cultural experiences, promoting active living, reducing obesity, encouraging regular participation and welcoming drop-in participants.

DEADLINE

Proposals must be **received** by mail or in person to the Seattle Parks and Recreation, Out of School Time office **no later than 4:30 PM on Friday June 1st, 2018** at the following address:

City of Seattle, Dept. of Parks & Recreation
Out of School Time Office
Attn: Nicholas Farline
4209 W Marginal Way SW
Seattle, Washington 98106

PROGRAM DATES

Program dates are July 2- August 24, 2018.

FUNDING

You may apply to offer programming at one or multiple sites. A maximum of **\$2,000** can be allocated for an individual park for the season. When applying to multiple parks total amount of RFP may exceed \$2,000. The Department reserves the right to approve or deny any proposed activity. Funding is based on reimbursement of expenses. Applicants must have adequate resources to purchase programs supplies, materials and equipment up front.

2018 ELIGIBLE OF APPLICANTS:

The Department is seeking and will select individuals, groups or organizations that best demonstrate their ability to provide culturally relevant, safe, educational and reliable programs to the community.

ELIGIBILITY

To be eligible, the **APPLICANT** must

- Be a professional instructor (defined as a person who produces educational programming on a regular basis, has achieved substantial skill and experience in his/her discipline, and whose accomplishments are recognized by other professionals);
- Be an individual instructor who is the originator of the proposed project; **or**

- Be the lead instructor of a group of individuals working together on a single project; **or**
- Be the lead instructor of a nonprofit organization who can distinguish the proposed project clearly from the seasonal work of the organization.

To be eligible, the *proposed PROJECT* must

- Offer activities that would be complimentary to the existing uses of each park and provide programming that would appeal to different age groups including youths (ages 5-9), and older youths (pre-teens and young teens ages 10-18). Each Proposer must commit to program times of 10:00am-1:00pm or 1:00pm-4:00pm, two or three days a week Monday-Friday (excluding July 4).
- Each Proposer must commit to outreach at the selected park during the weeks of June 25-29.
- Propose a realistic budget where income equals expenses.
- Provide all supplies, materials, and equipment needed to implement program plan.
- Have an intentional plan for outreach to community members and community organizations that surround the park to increase program participants and gain community acceptance.
- Be willing to train, mentor, and involve up to two youth helpers in programming as well as complete end of season evaluations.
- Include a weekly curriculum describing distinct projects or activities of proposed program. Program design should accommodate the drop-in nature of the Summer Expanded Recreation Program. Curriculum must also include distinct program plans to teach or incorporate the two different age groups as described above.
- Track and report attendance for all participants each session to Seattle Park and Recreation program supervisor at the end of every week by 5pm.
- Include an End-Of-Summer Celebration, developed collaboratively with Seattle Parks and Recreation, in marketing, planning, and curriculum that includes a final Friday late afternoon event to showcase participant work at assigned Park location. The celebration hours may extend beyond the usual 4:00pm end time.
- Submit a current City of Seattle Business License.
- Complete and submit a W-9 form. **Note:** The name or organization that appears on the W-9 must exactly match the name to be paid on the Invoice submitted for payment.
- Submit and pass Background Check.

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REVIEW CRITERIA

The following criteria will be used to evaluate Proposals:

1. Incomplete Proposals - Proposals not on the forms supplied by the Department, electronically transmitted Proposals and non-responsive Proposals cannot be evaluated and will be disqualified.
2. Demonstrated business experience in the development and implementation of programming that addresses the design elements as described in the Purpose on page 1.
3. Client references, business references.
4. Quality of program plan.
5. A current City of Seattle Business License is required for anyone doing business on City property. Please provide a copy of your current **City of Seattle business license** or be prepared to obtain one prior to signing a seasonal contract.
6. Proposed budget is within the available funding for the program and applicant has resources to implement program based on reimbursement.

REVIEW PROCESS

A panel of Department staff will review the Proposals submitted in response to this RFP. The panel will score the Proposals, determine the highest qualified Proposal and may interview the Proposers, if necessary. The panel will make a final recommendation regarding qualified Proposals that offer the best suited programs for the Department and park visitors. Generally, if all Proposers offer sufficient references and experience then the Proposer offering the highest positive impact that will affect the most participants in the park will be awarded the contract. The Department reserves that right to refuse any and all proposals.

PROPOSED RFP SCHEDULE

The Department's anticipated schedule for review of the Proposals and final selection of Summer Art in the Park Providers is as follows (dates and times subject to change. Proposers will be notified if any changes are made):

- March 26, 2018 Advertisement re-opens.
- March 26, 2018 RFP Packages are available for pick up or can be mailed by request
- May 4, 2018 RFP Workshop
Jefferson Community Center, 3801 Beacon Ave S Seattle
6:30pm-7:30pm
- June 1, 2018 RFP Submittal Deadline by 4:30 PM.
- June 11, 2018 Evaluation Panel reviews and scores Proposals, makes recommendation
- June 8, 2018 Contract Award announcement.
- July 2, 2018 Contract commencement date.

THIS PROGRAM WILL NOT FUND

- religious services;
- gas reimbursement
- non-perishable materials/supplies

FOR ASSISTANCE, CONTACT:

Nicholas Farline, Sr. Recreation Program Specialist

(206) 615-0303 ♦ nicholas.farline@seattle.gov

Office Hours: Mon.-Fri., 8:30 a.m. - 5:00 p.m.

2018 Summer Expanded Recreation Program – Things to Know if Your Project Is Funded

GENERAL STATEMENT

This REQUEST FOR PROPOSAL (RFP) represents a publicly advertised and competitively awarded solicitation by Seattle Parks and Recreation for Summer Expanded Recreation Program Providers for selected parks. This RFP is intended to encourage individuals, groups and organizations to clearly present how they would provide the requested services, propose options for services or service enhancements and operate these services in a consistent and fiscally sustainable manner. Each Proposer must also clearly identify its knowledge of the proposed operating plans, experience and financial stability.

No Department maintenance funds will be used to support the proposed plan. The Department will not add electrical service, water lines or waste drains to any location.

PAYMENT INFORMATION

The successful Proposer for each park will receive payment, after services are rendered and complete and accurate invoice is submitted up to the maximum contract amount. The successful Proposer can either invoice after the program is fully completed, or as often as once every two weeks, after services are rendered. Allow 30 business days from the date on the invoice for funds to be disbursed. Seattle Parks and Recreation has the right to refuse payment during the duration of the contract if services do not meet contractual obligations.

Reimbursement is based on the actual expenditures for approved program purposes as outlined in the program budget. Seattle Parks and Recreation can deny charges, even after the budget has been approved if it deems expenses are not related to program purpose.

Final payment for the season will be issued only after the Program Provider has submitted all programmatic paperwork, returned keys (if provided by the Department), ensured the site is clean, no damage has been done and all equipment has been removed as certified by Seattle Parks and Recreation staff and all other contract conditions have been satisfied.

Program Providers that do not satisfactorily fulfill the requirements of the Contract will NOT be sent future Request for Proposals.

Contracts with the city of Seattle

- Award **recipients will sign a contract** committing to produce their program and describing a program plan that outlines activities for the required dates.
- Award **recipients are responsible for paying all applicable taxes**. At the time of contracting, you will need to complete appropriate paperwork.
- Award **recipients commit to recognize the Seattle Parks and Recreation** in printed materials, signage visible to the public or in other ways appropriate to the project.

Overly ornate and expensive Proposal materials and/or presentations are discouraged. Please include only materials directly applicable to the Proposer's proposed Summer Art in the Park program.